

Minutes (Draft)  
Mead Public Library  
Board of Trustees  
August 23, 2012

The meeting of the Mead Public Library Board of Trustees was held on Thursday, August 23, 2012 in the Josephine Rocca Meeting room. Present Board of Trustee members were: Mr. Nelson, presiding; Ald. Carlson, Mrs. Johnson, Ms. Wortche, Mr. Sampson, Mr. Stauber Soik, Mrs. Norman, Mrs. Segalle, and Mr. Zylman. Unable to attend was: Ms. Quinn. Staff members present: Ms. Mueller, Ms. Winkle, and Mr. Zehfus.

1. Nelson called the meeting to order at 3:50 p.m. He determined there was a quorum present.
2. Nelson led the Pledge of Allegiance.
3. There was no public comment.
4. Johnson moved to approve the minutes of July 26, 2012. Carlson seconded the motion. Segalle abstained. The motion carried.
5. Correspondence, Announcements, and Common Council Referrals  
Winkle distributed handouts and reviewed the following:  
Newsletter: An article written by Pat Mueller was on the cover of the Wisconsin Volunteer Coordinators' Association newsletter.

Magazine: Karin Menzer, manager of Children's Services at the library was mentioned in a feature article in *Verve* magazine regarding Bookworm Gardens. Menzer was cited as being an Advisory Committee member for the development of Bookworm Gardens. In a separate article Menzer was mentioned and complimented for her work with the Sheboygan Children's Book Festival.

Flier: 100 Thousand Poets for Change Worldwide, Saturday, September 22 at Bookworm Gardens and Saturday, September 29 at Mead Public Library.

Flier: All Writers on the Move featuring writing seminars facilitated by author Kathie Giorgio, Saturday dates scheduled September – November.

Flier: A community sponsored event by Prevea Health is providing us with a life-size cutout of Aaron Rodgers' reading a book which will be displayed with an exhibit of our wellness resources. This event includes a sweepstakes that involves members of the public taking photos of themselves with the Rodgers cutout.

## 6. Committee Reports

### A. Finance Committee

1. Zylman reported on the joint meeting of the Board of Trustees and the Finance Committee of the Common Council on July 30. In response to questions Carlson explained that the adoption of the 2013 budget is scheduled for the Common Council meeting of November 19.

Zylman also reviewed the Finance Committee meeting of August 23; he recommends developing 5-10 financial benchmarks for Mead Public Library.

The renovation of the Josephine Rocca Meeting room scheduled for August is being rescheduled due to a vendor error.

Zylman reported that the plans to revise use of the current Jerry Black , NewStand, and Mead Reading Room spaces is on hold because of budget concerns.

### B. Financial Reports

1. Zylman **moved** to approve the current expenditures, including payroll and recurring expenditures. The motion was **seconded** by Johnson. The motion **passed.**
2. Zehfus distributed a 2012 budget status report, and he indicated that we are on track with expenditures for the year. Zehfus answered questions regarding the Brainfuse account and budgeting for our yearly utility/electric bills.
3. For the purpose of renewing our Otis elevator annual maintenance contract Zylman **moved** to transfer \$6,500 from our future capital reserve to the appropriate expenditure account in the 2012 budget. Johnson **seconded** the motion. The motion **passed.**
4. Zehfus distributed and reviewed a report of donations received. Winkle addressed the question of why some donations are designated to the library and others to our Foundation.

## 7. Director's Report

- A. Winkle reported that a \$10,000 grant to the Mead Public Library Foundation has allowed us to renew a contract to provide *Brainfuse* online homework help service for the coming school year. Last year's grant-funded project determined that Homework Help coaches are not necessary on a drop-in basis. Thus, we need to assign additional Youth Services staff to the Maas Teen Learning Center. In addition, we are recruiting volunteers to monitor the center on Thursdays from 6-8 p.m. starting in September. Also, the Maas Teen Center schedule has been modified for

the last week of August when the Teen Programming Specialist will be out of the office.

- B. An anonymous grant directed to adult programming is allowing us to sponsor the Writers' seminars previously noted.
- C. Winkle discussed Wisconsin's Digital Library use data as reported by the Wisconsin Public Library Consortium. Publisher restrictions are affecting the ability of public libraries to offer large numbers of e-book titles and other e-content to library customers. She suggested that the Board's Information Technology Committee may wish to schedule a meeting to discuss this issue in more detail.
- D. Contract security service personnel for this school year will be assigned to Mead for after school hours on Mondays – Thursdays starting October 1, 2012.

On August 15 a member of the public summoned Police to library related to an incident that occurred in the Maas Teen Learning Center. One minor was later arrested and issued a permanent trespass warning from entering the library.

## **8. Liaison Reports**

- A. Eastern Shores Library System (ESLS) – Nelson  
Nelson said that discussions about ESLS director recruitment and merger are among items for discussion at the upcoming ESLS Board meeting.

- B. **Foundation – Norman**

Norman announced that the Foundation received an unexpected but very welcome bequest for \$75,000 from the Leone Schoen estate. As an undesignated contribution, it will be invested via the Endowment Fund.

- C. **Friends – Winkle**

The Dinner with Friends fundraiser will be held on Saturday, November 10, at Grace Episcopal Church. The Friends officers hope to raise funds to donate to the library for the purpose of purchasing book discussion kits. Nancy Lewis, guest at the meeting, indicated the fundraiser dinner will have a birthday party theme to tie in with the organization's 40<sup>th</sup> anniversary.

## **9. Adjournment**

Johnson **moved** to adjourn the meeting; Sampson **seconded** the motion. The motion **passed**. Nelson adjourned the meeting at 5 p.m.